

DETENTION OFFICER

NATURE OF WORK

Under general direction, maintains and supervises the care and custody of prisoners in the County Jail.

TYPICAL DUTIES

Maintains the care and custody of inmates of the County Jail; supervises inmates during work, exercise, or other activities; performs frisk, strip, and area searches as necessary; provides for the preparation and serving of meals to inmates; may dispense medications as assigned and in accordance with standing orders; transports inmates to and from other facilities as necessary; inventories inmate property; makes periodic counts of the number of inmates housed in the County Jail; may perform functions associated with the admission and discharge of inmates; operates law enforcement radio communications systems as necessary; types reports and other materials related to the custody of inmates; performs other duties as assigned .

REQUIRED KNOWLEDGE AND SKILLS

Knowledge of law enforcement techniques with regard to jail facilities; knowledge of inmate rights and the responsibilities involved in maintaining the custody of prisoners; knowledge of the street, highway system, and geography of Graham County; ability to supervise and maintain the custody of prisoners; ability to implement inmate disciplinary measures; ability to speak clearly in a well modulated voice; ability to operate law enforcement radio communication systems; ability to think clearly and act quickly in emergency situations; ability to maintain an even disposition when confronted with hostility; ability to type.

MINIMUM QUALIFICATIONS

High school diploma or GED; possession of Arizona Detention Association Academy Certification or the ability to complete the academy within six months of appointment; possession of a valid Arizona driver's license, with a history of safe driving and the ability to maintain a safe driving record; willingness to reside in Graham County upon appointment. The ideal candidate will have prior experience in security, detention, law enforcement, regulatory enforcement or any combination of education or training which demonstrates the ability to perform the duties of the position. Preference will also be given to applicants with First Aid/CPR Training and who are bilingual in English and Spanish.

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